



MEMORANDUM

TO: Indiana Public School Corporations

FROM: Dr. T. Neil Moore, Executive Director
Indiana Criminal Justice Institute

SUBJECT: FY2010 Indiana Safe Haven Grant Application

DATE: May 12, 2010

Re: 2010-2011 School Safe Haven Grant Program

I. Introduction and Purpose of Grant

The Indiana Criminal Justice Institute is now accepting applications for the 2010-2011 School Safe Haven Program. Please note that some important changes have been made to this year's grant. This year's goal for the Indiana Safe Haven Grant program is to fund well designed evidenced-based programs which will allow for better data capturing, as well as more fully funded programs.

The goals of the FY 2010-2011 Safe Haven Grant are:

1. To afford students and staff professional development opportunities to develop the skills and strategies necessary to prevent violent and potentially violent situations.
2. To enable schools to identify and acquire the programs and resources necessary to apply research-based models and proven practices for curriculum, policies, procedures and instruction.
3. To assist schools in creating a physical environment that promotes the safety and well-being of students and staff within the school campus.

A safe school provides a physical and social environment in which students are able to learn and achieve to their fullest capability. A safe school environment also enables educators, administrators and other staff to support students in that pursuit without violence, the threat of violence or other safety concerns. To accomplish these goals, schools must assess their risk factors, needs, local resources and existing efforts and strategies.



II. Eligibility

Indiana public school corporations are eligible for funding. Eligibility requirements are as follows:

1. The Indiana Criminal Justice Institute will be funding programs under two (2) program areas: School Resource Officers and Evidence-Based programs. Applicants must select one program area per application. If you wish to apply for two program areas then separate applications will need to be submitted. Please reference/cite the Safe Haven Grant Application Guidebook when completing applications. **Please note that ICJI will not be awarding equipment grants this award cycle.**
2. **No guarantee of funding is made to any applicant.** Funding is dependent upon availability of funds from the State of Indiana.
3. A match must be provided with any funds received. The purpose of match is to increase the amount of resources available to projects supported by state grants. The requirement is a 1:1 match. Details about the match requirements are available in the Safe Haven Grant Application Guidebook and will be discussed during the mandatory conference calls.
4. Anyone wishing to apply for Indiana Safe Haven funds must participate in one of the mandatory Safe Haven conference calls. The dates for the conference calls will be May 21, 24, and 25 from 3:00 p.m. to 4:00 p.m. The conference call number for all three days will be 317-233-6509.
5. Only applications demonstrating a valid need will be considered. The applicant must demonstrate the need for its proposed program, curriculum, or strategies outlined in its Safe Haven grant application.
6. Priority consideration will be given to evidence-based SRO programs that follow the COPS in Schools model provided by the Department of Justice or OJJDP's model program.
7. Schools that apply for an evidence-based program will need to clearly identify the evidence-based program being modeled in the application. If the evidence-based program is not clearly stated, the grant will not be funded.
8. The Indiana Criminal Justice Institute will require all SRO's to be certified by the National Association of School Resource Officers (NASRO). In order to be considered for funding, the SRO must have attended the NASRO basic training and must submit a copy of their certificate to provide proof of attending. For new SRO programs, the training must be written into the Safe Haven budget. The SRO must agree to attend the training for current funding year and submit



proof of their registration to ICJI. The NASRO training will be held this year on August 2-6, 2010 in Louisville, KY.

III. Late Applications

All applications must be postmarked by June 7th, 2010. Applications that are received past the due date will not be considered for funding.

IV. Funding

The funding cycle for the School Safe Haven grant is **September 1, 2010 to May 31, 2011** and applications are awarded on a competitive basis.

V. Ineligible Costs & Activities

1. Reimbursement for mileage, per diem, and lodging cannot exceed state rates. Check with the Indiana Department of Administration at:
http://www.in.gov/idoa/files/travel_policy.pdf.
2. Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Indiana Department of Administration.
3. First Class travel.

VI. Additional Requirements

In order to receive funding all applicants funded by the Indiana Criminal Justice Institute must:

1. Enter into a Grant Agreement between the Indiana Criminal Justice Institute and the legal applicant;
2. Enter into an agreement to abide by all Special Conditions detailed in the Indiana Criminal Justice Institute Grant Award Letter as approved by the Board of Trustees;
3. Submit performance data, performance reports, and financial reports **in the prescribed format and time frames as determined by the Indiana Criminal Justice Institute;** and
4. Participate in one of the mandatory Safe Haven conference calls.



Failure to submit the required reports by the stated due dates will result in reimbursement of grant funds being with held until the report(s) is received.

VI. Monitoring

All programs that receive funding will be monitored by the Youth Division staff using a combination of desk reviews and site visits. Additionally, the Grant Manager will routinely review all submitted reports for timeliness and accuracy.

Please submit your original application along with two (2) copies of the application—including original signatures – postmarked by June 7, 2010. Only *original and complete* applications postmarked by the due date will be considered for funding. The applications will be reviewed and scored internally and the Board of Trustees will make final decisions. Upon final review by the Board of Trustees, each grantee will receive written grant award notification after funding decisions have been made.

Enclosed you will find the [Safe Haven Grant Application, Score Sheet and the Safe Haven Grant Guidebook](#)

If you have questions, comments, or concerns regarding the grant application or grant approval process, please contact **Kim Snyder** at ksnyder@cji.in.gov.